

MEMORANDUM FOR:

Tony

Marie

John

Irene (pls file in "Image - general")

Z-12/2/85
mtch - 12/3/85

FYI. This is Lorraine's report of the RECD conf at Harper's Ferry. They do have some image projects and are focusing on planning (another step forward!).



Edie - 11/27/85

Date

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22 NOV 1985

MEMORANDUM FOR THE RECORD

SUBJECT: RECD Planning Conference, 14-15 November 1985

1. An RECD planning conference was held at the Hilltop House Conference Facility in Harpers Ferry, West Virginia on 14 and 15 November 1985. It was attended by:

C/RECD
ADC/RECD
SA/RECD
C/REB
C/EOB
C/FEB
EA
HOME
NBPO
NPIC

FBO
OSO/SWCD
OC

EO/RECD

The Director of Logistics and Executive Officer, OL, attended the evening session.

2. The purpose of the conference was to discuss the sharing of resources, reporting procedures, communications, image enhancement--including the identification of an Image MBO, the RECD contract package, and future RECD conferences.

a. Sharing of Resources - The conference opened with a discussion of RECD staffing problems using the personnel chart to indicate current assignments, grade structure, etc. Copies were given to decentralized component representatives; however, it very quickly becomes outdated!

This led into a discussion concerning how the panel system works:

- members are selected at least two grades higher than those being reviewed
- panel members are set for one year
- panel should complete rankings based only on the contents of individual's file (the accurateness and completeness of the PAR is vitally important now)

The panel system is felt to give the employee a "fair shot"; however, it is a time-intensive process.

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The importance of encouraging cross-training and participation in Logistics training programs was stressed.

The need to review and submit to PMCD position descriptions for many of the RECD professional positions was also discussed. There is a need to establish more GS-14/15 positions for architects and engineers.

b. Reporting procedures - The importance of all RECD components to participate regularly in the reporting process was emphasized. Quality reporting has a great impact on RECD being a professional, reliable, responsible entity. The reporting process:

- (1) External components report to O-CH/RECD
- (2) RECD uses to brief/report to D/L
- (3) D/L draws upon for report to DDA
- (4) DDA compiles report to DCI

We do occasionally make it to the DCI level of reporting! RECD also is periodically tasked to pull together requirements for: quarterly activity reports, significant accomplishments, ideas for DDA quarterly, etc. These items are taken from our weekly reports. A copy of "1986 OL Planning Calendar" is attached. This schedule lists due dates of reports that RECD must contribute to. It was called to our attention that while O-CH/RECD has made it clear that we want/like/appreciate reporting, we have never really made it a mandatory requirement. While compartmentation is a problem with our external components, some degree of written communication is possible. It was determined that at least one written report per month will be required from all RECD external components.

c. Communications - We need to communicate better with the customer. When faced with an impossible deadline, up front publish a theoretical schedule and include a listing of all events that usually prevent us from meeting that deadline. When we start to fall behind the target date--send a two-liner and let the customer know why we're not making the deadline and negotiate a more realistic completion date.

Chief and Deputy Chief will continue to visit external components periodically and those assigned to external components should feel free to stop in when in

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d. Image Enhancement - How do others perceive us? Good reporting and communications create a positive image. See that RECD gets credit for the work we do! We need to let people know not only who we are and what we do, but also how to get real estate/construction/renovation projects underway.

To fulfill our requirement for an "Image MBO", it was decided that we will purchase a video camera which will be made available for on-the-job reporting (construction, real estate, trip, etc.). We will also work with P&PD to create an RECD film designed to advertise/educate the customer.

e. Contracting - Some additional copies of the draft "RECD Contracting Procedures" book were made available. Others may be obtained from O-CH/RECD. Once again, we want you to use and review this package and get back to us with questions, comments, and suggestions NLT 2 December. We plan to submit this book to P&PD for publication in January.

f. Future RECD Conferences - The final item discussed was the value of conferences. RECD's first conference for all RECD personnel was held in spring of 1985 and determined to be a tremendous success. It was decided that we should have a similar conference in the spring of 1986 (April or May) and the majority of the people agreed that the Hilltop House in Harpers Ferry is a good conference facility. Please get back to Lorraine if you have suggestions for other locations.

3. Action items resulting from conference:

- a. Purchase a video camera to be used for trip/project reports which will be used as reporting/briefing aids.
- b. Produce an RECD film (P&PD). Advertise. Sell RECD, Inc.!
- c. Establish a formal reporting requirement:

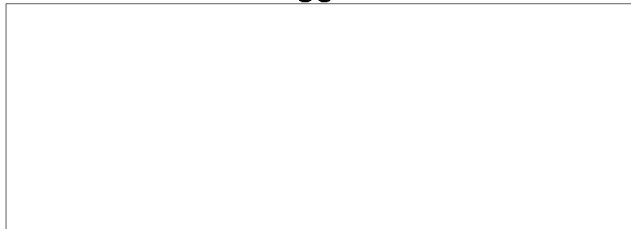
Written reports are due to the Chief, RECD on the first working day of each month. Keep in mind that RECD's Weekly Report to the D/L is due NLT noon each Wednesday and if there is an item that you want to report get it to us! We prefer written articles, ready to be typed and sent on; however, we accept telephone calls!

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C/RECD has a scheduled biweekly meeting with the D/L. This takes place every other Wednesday at 1000 (the next one is 27 November). This is an excellent opportunity for me to convey problems that have surfaced and to give project status reports. You should mark this on your calendar and give us a telephone call (or a written note if there's time) if you have something to contribute.

- d. Develop a data base system that will enable us to track incoming correspondence and provide an interim reply when necessary.
- e. Take a look at the RECD library and order necessary up-to-date publications.

4. We thank you for your attendance and participation in this conference. We welcome feedback and invite suggestions for the spring conference.



Attachment

Distribution:

- 1 - each attendee
- 1 - D/L
- 1 - IMSS
- 1 - OSO 
- 1 - RECD Official
- 1 - RECD Chrono

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1986 OL Planning Calendar

Due IMSS

31 Dec 85 - Updated milestone charts, as of end of 1st Qtr, FY 86, for each Directorate- and Office-level objective.

~~17 Jan 86~~ - ~~Report of 1st-Qtr activities~~ (w/statistical comparison with the previous quarter and/or with 1st Qtr FY 85) - to be used in overview at DDA Quarterly.

*31 Mar 86 - Updated milestone charts, as of end of 2nd Qtr, FY 86, for each Directorate- and Office-level objective.

~~18 Apr 86~~ - ~~Report of 2nd-Qtr activities~~ (w/statistical comparison with the previous quarter and/or with 2nd Qtr FY 85)- to be used in overview at DDA Quarterly.

30 Jun 86 - Updated milestone charts, as of end of 3rd Qtr, FY 86, for each Directorate- and Office-level objective.

~~10 Jul 86~~ - ~~Report of 3rd-Qtr activities~~ (w/statistical comparison with the previous quarter and/or with 3rd Qtr FY 85)- to be used in overview at DDA Quarterly.

8 Aug 86 - FY-89 R&D requirements - for submission (via the DDA) to DS&T.

15 Aug 86 - (1) Proposed office-and directorate-level objectives for FY 87 - for discussion at OL Planning Conference, 25-26 Aug.

(2) Proposed new funding initiatives for FY 89 - for discussion at OL Planning Conference, 25-26 Aug.

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1986 OL Planning Calendar - Items due IMSS (cont'd)

- *30 Sep 86 - (1) Updated milestone charts, as of end of 4th Qtr, FY 86, for each Directorate- and Office-level objective.
- (2) Milestone charts for each new, FY-87 objective:
- . Designated as Directorate- or Office-level.
 - . Ranked E (essential), D (desirable), or N (nice-to-have).
- (3) Updated matrix for the OL Five-Year Plan, FY 87-91.
- (4) Updates to the narrative portions (Introduction, Assumptions, Goals, and Resource Implications) of the OL Five-Year Plan, FY 87-91.
- 10 Oct 86 - (1) Report of 4th-Qtr activities (w/statistical comparison with the previous quarter and/or with 4th Qtr FY 85)- to be used in overview at DDA Quarterly.
- (2) Report of significant accomplishments for FY 86 - to be given by D/L at DDA Quarterly and submitted to the DDA for inclusion in his report to the DCI.

* Div/Stf chiefs review with D/L at biweekly.

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